

## **JOB ADVERTISEMENT – LEAD CARGO PROCUREMENT & CONTRACT OFFICER**

**Job Title:** Lead Cargo Procurement & Contract Officer  
**Department:** Cargo Services  
**Duty Station:** Kigali Internal Airport

### **Job Purpose**

The Lead Cargo Procurement & Contract Officer shall be responsible for overseeing the procurement and contracting processes for all cargo-related services and materials. This role ensures that all procurement activities align with the company's strategic goals, comply with regulatory requirements, support the efficient and cost-effective operation of cargo services, manage supplier relationships, and work closely with internal stakeholders to optimise supply chain efficiency and secure favourable terms and monitoring contract compliance, mitigating risks, and driving continuous improvement in procurement practices to enhance service delivery and achieve cost savings.

### **1. Key Duties and Responsibilities:**

- Contribute towards effective delivery of the Procurement Strategy.
- Deputise for the Corporate Procurement Manager as and when required
- Conduct all procurement of goods and services in line with Public procurement legislation and MDDC policies and procedures.
- Draft or Proofread and issue/publish via the electronic procurement portal PIN notices, invitations to bid, tender documentation, bid comparisons, contract publication and award documentation as required by other MDDC service areas or management determining procurement mechanisms that will ensure fair and open competition.
- Administer contracts, purchase orders, agreements and sub-contracts while maintaining accurate and complete procurement files;
- With the support of the procurement manager, ensure current procurement policies are aligned with best practices, public procurement legislation, and MDDC's own policies and procedures.
- With the support of the procurement manager, revise and adjust as required to ensure MDDC remains compliant with all relevant public procurement legislation and regulations;
- Review all MDDC contracts and ensure procurement activities in each project are compliant with Public procurement legislation and MDDC policies and procedures. The contract should also continue to support the authority's and service area's needs throughout the term. Each contract should be managed and recorded on at least a three-month rolling basis.
- Manage and administer all MDDC's contracts and agreements, including the contracts register, to ensure contractors' compliance and performance, providing accurate and timely reporting to MDDC's systems;
- Maintain accurate records of procurement activity to ensure future provisions for benchmarking.



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- Liaise with staff at all levels to ensure customer satisfaction whilst achieving value for money.
- In the absence of the Procurement Buyer, where critical, train, support and monitor users on corporate Purchase ordering and eSourcing systems.
- Represent the Authority at regional eSourcing user groups and any other external meetings that may be required.
- Any other duties required by the corporate Senior Manager of Cargo Services

## **2. Desired Profile: Required education, Experience, and Abilities**

- At least a bachelor's degree in Procurement or business administration and/or an equivalent qualification
- At least two (2) years of experience in a similar procurement role with a reputable organisation
- Purchasing and Supply Chain certification- CPS Experience required
- Good communication skills, both oral and written, in English and French
- Detailed knowledge and experience with the related laws of Rwanda.
- Ability to work in a diverse team.
- Good planning, time management and prioritisation skills
- Knowledge of local market conditions and situations.
- Knowledge of the NGO operations and thematic involvements.
- Shares knowledge and experience while focusing on results for the client

## **3. How to Apply:**

- An application letter addressed to the Chief HR & Administration Officer;
- Recent Curriculum Vitae.
- A photocopy of the Passport/National ID.
- Copies of Degree/Diploma certificates
- Copies of relevant certificates.
- Three referees

The deadline for submitting application documents (**Only PDF Format**) is **September 13, 2024**.

Please apply via the link: <https://erecruitment.rwandair.com/>

**NB: Only shortlisted candidates will be contacted.**